

## DUTY STATEMENT

<b>Class Title:</b> Associate Health Program Advisor	<b>Position Number:</b> 804-492-8337-706
<b>Unit:</b> HIV Community Prevention Section	
<b>Section:</b> HIV Community Prevention Section	
<b>Branch:</b> Education and Prevention	
<b>Division:</b> Office of AIDS	

This position requires the incumbent maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures regarding attendance, leave, and conduct.

**Job Summary:** Performs activities related to HIV education and prevention planning, evaluation and implementation of the California Local Implementation Groups and the MSM High-Risk Initiative. The incumbent serves as the liaison between the Office of AIDS and the local health jurisdiction's HIV education and prevention program staff and local service providers.

**Supervision Received:** General direction from the Health Program Manager I.

**Supervision Exercised:** None

**Description of Duties:** Monitors and evaluates contracts, provides technical assistance to contractors, reports to manager any problems or concerns with the contracts; serves as liaison between the section and the contractors.

### Percent of Time      Essential Functions

- 30%    Through program analysis, identifies unmet needs in HIV/AIDS education and prevention program areas, analyze complex issues and develops policy recommendations for local health jurisdiction HIV prevention efforts; prepare correspondence, issue memos, reports.
  
- 25%    Manages the MSM High-Risk Initiative contracts, plans and facilitates the annual MSM contractors' meeting.
  
- 20%    Conduct site visits of contracting agencies to ensure compliance with contract provisions and perform HIV Education and Prevention evaluations of methodologies and activities to ensure completion of program goals; submit a written summary of site visit; follow-up on recommendations made in summary. With assigned Counseling & Testing site visit, conduct site visit and prepare written summary of site visit.
  
- 10%    Attend local community implementation group meetings; maintain cooperative relationships with the local health jurisdiction's HIV education and prevention staff and local service providers; provide technical assistance and consultation.
  
- 10%    Review contract proposals, which include scope of work documents and detailed budgets, funding needs, progress reports, invoices for basic program requirements.

### Percent of Time      Marginal Functions

- 5%      Other duties as assigned.

Employee's signature	Date	Supervisor' signature	Date
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